



**Temporary Employment Opportunity
Seattle Municipal Court
Indigent Defense Services Screener
Probation Counselor Assigned Personal Recognizance
(PR Screener)
Hourly Rate: \$22.51**

WORK LOCATIONS: Temporary Indigent Defense Screeners must be able to work a schedule which might include assignments at the Seattle Justice Center, 600 5th Ave. or the King County Correctional Facility, 500 5th Ave. Seattle, Washington.

THREE TEMPORARY POSITIONS AVAILABLE: Two- (2) Full-time 40 hour per week assignments. Must be available to work 8:00am to 5:00pm Monday through Friday with Saturday assignments at the King County Correctional Facility as needed. The third position is a 20 hours per week assignment that will include Saturday day shifts at the King County Correctional Facility.

PRIMARY JOB DUTIES INCLUDE: Interview and screen defendants accused of crimes such as misdemeanors, and certain civil matters to determine legal and financial eligibility for assignment to a Public Defender. Specific duties include:

1. Interview and screen individuals requesting a public defender at the Seattle Justice Center and the King County Correctional Facility.
2. Make a determination of financial eligibility of a defendant.
3. Make referrals to appropriate defender agency.
4. Provide information and referral resources to clients and callers.
5. Investigate and verify information provided by clients.
6. Make accurate and complete entries in to Court information system.
7. Complete appropriate promissory note payments.

MINIMUM Knowledge/Skills/Abilities

- Ability and skill in interviewing, interacting and providing professional assistance to a diverse population and potentially hostile clientele.
- Bachelor's degree with a major in social or behavioral services
- One year of paid or voluntary interviewing and counseling experience
- Ability to pass a security investigation conducted by Adult Detention before employment.
- Ability to work under pressure and handle changing workloads or assignments.
- Experience in the use of community social service resources.
- One-year experience in Probation or Court/Criminal Justice System.
- Strong written and oral communication skills.

- Knowledge and experience in Windows, Word, Excel or other related computer software.
- Ability to work effectively with agitated clients and withstands verbal abuse.
- Must successfully complete the 80 hours Basic Adult Services Correctional Services Academy of the Criminal Justice Training Commission within six months of employment as required WAC 139-1-210.
- Ability to organize and manage large volumes of information.
- Ability to deal with a diversity of cultural, ethnicity and lifestyles and people with disabilities.
- Ability to deal with substance abuse, mental health, sexual deviance, and domestic violence issues.
- Ability to use a computer and perform basic keyboarding skills.
- Knowledge of interview techniques and investigative follow-up.
- Knowledge of legal procedures, terminology and the ability to explain them to others in simple, clear and understandable terms.
- Ability to work with the general public providing information and direct, one-on-one, referral services to the public.
- Two years of general office experience or related equivalent experience.
- Ability to complete intake forms and enter data into a specialized computer database.
- Skill in reading computer printouts and court records.
- Experience determining financial eligibility for government assistance programs.
- Ability to work extended hours and adjusts schedule to cover a range of hours if needed.
- Ability to maintain professionalism and provide good customer services to Judges and Court personnel.
- Math skills at high school level or above.

TO APPLY: Provide letter of interest and resume to Betty McNeely, Court Compliance Manager at betty.mcneely@seattle.gov or mail to Seattle Municipal Court, 600 5th Ave., P.O. Box 34987 Seattle, Washington 98124-4987. Resumes and letters of interest must be received by 5:00pm Friday, February 3rd, 2006.